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Chapter 2 UNIT DIARY

REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). (<http://www.dtic.mil/comptroller/fmr/>)
2. Joint Federal Travel Regulations, (JFTR). (<http://www.dtic.mil/perdiem/jftr.html>).
3. OPNAVINST 5510.1, Department of the Navy Information Security Program Regulation.
4. SECNAVINST 5212.5.
5. MCO P1080.33, Manpower Information System Support Office Manual, (MISSO Manual).
6. MCO P5200.22, Marine Corps Visual Inquiry System User's Manual, (MCVISUM).
7. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFSAPSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>)
8. Unit Diary/Marine Integrated Personnel System Users (UD/MIPS) Manual.

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SECTION 1: DEFINITION AND PURPOSE

20100. DEFINITION AND GENERAL INFORMATION.

The UD is the input medium used to report events and occurrences of units, personnel action, and data relative to Marines supported by a RU of the Marine Corps.

20101. PURPOSES OF THE UD:

1. Provide the means to report information pertaining to Marines and units into the MCTFS.
2. Serve as a permanent historical record of the unit in the Archives of the United States.
3. Serve as the principal document to substantiate pay status changes or critical personnel changes.

20102. UNITS REQUIRED TO PREPARE UD'S.

Personnel reporting is accomplished for each of the below listed units/activities, unless specifically exempted by the CMC (MI).

1. Each battalion, squadron, separate company, or detachment of the Regular Establishment.
2. Each Marine security detachment.
3. Each Marine Corps Logistics Base.
4. Headquarters Battalion, HQMC.
5. Each Expeditionary Warfare Training Group (EWTG).
6. Each ship's detachment.
7. Each MARCORDIST headquarters (Recruiting Stations and substations, Officer Selection Offices, and Military Entrance Processing Stations).
8. Each I-I staff and each Fourth MAW AD support staff.
9. Each company, squadron or detachment of the Reserve Establishment.
10. Each aviation squadron, non-FMF.
11. Each MATSG.
12. Each activated Sub Unit.
13. Each organization which has been specifically authorized by the CMC (MI) to consolidate personnel reporting per Chapter 1.
14. Any unit, activity, organization, or category of personnel as directed by the CMC (MI). In some cases, one RU may be directed to assume personnel administrative responsibility, including UD preparation and submission, for another unit or activity.

20103. UD TIMELINESS.

Timely reporting of MCTFS information is considered to be 5 days from the date of occurrence to the date of UD certification. However, accuracy and completeness should not be sacrificed to meet the 5-day goal. Due to the influence the UD process has on the Marine's pay, it is imperative that certain UD transactions receive special attention to ensure their timely submission. Those transactions measured for timeliness are listed in Chapter 12, Section 7. RU commanders are encouraged to become familiar with them and strive to attain timely UD input.

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20104. UD CERTIFICATION.

UD's will be certified by use of an electronic signature (ELSIG) by commissioned or warrant officers, or GS-7 and above, except when authorized by CMC (MIF), refer to Figure 2-2.

1. The CO/OIC, I-I or designated officers/GS-7 of the preparing unit will certify the UD.
2. The CO/OIC (Unit Commanders) are delegated the authority to assign a staff noncommissioned officer (SNCO) (e.g., E7 and above) as UD certifying official when the unit has no officer physically present. The term "not physically present" will include officers who are physically on the unit's rolls, but those whose duty location is not in the immediate geographical location, e.g. Marine officer instructor attached to I-I Staffs but physically located at the colleges or universities in other cities. Commanders are required to maintain documentation to verify non-availability of **temporary** certifying officers (e.g., TAD orders, leave papers) assigned to the unit during periods when SNCOs certify diaries. Appointment of senior SNCOs as certifying officers shall be controlled by the CO/OIC or I-I and not be further delegated. Commanders must notify CMC in writing of all circumstances where a SNCO must certify diaries for any period exceeding 30 consecutive days.
3. In those cases where the absence of other available officers is expected to exceed 30 days in duration, the CO/OIC or I-I will notify CMC (MI) via written correspondence (letter, naval message, or e-mail). Notifications will include the following:
 - a. Full address of unit appointing a senior staff noncommissioned officer as UD certifier.
 - b. Full name, grade, SSN and primary MOS of the designated SNCO.
 - c. All RUCs authorized for certification of UD.
 - d. Anticipated duration that the senior SNCO will be authorized to certify UDs.
 - e. Full name, grade, SSN, primary MOS and title of officer authorizing a senior SNCO to certify UDs.
4. Certified UDs will be signed in black ink.
5. UDs **will not** be signed by a person signing for another person who is authorized to sign.
6. I-I's may delegate to Reserve Unit Commanders the authority to certify the I-I UD during their absence. Reserve Unit Commanders may delegate to the I-I the authority to certify the Reserve UD during their absence. A Delegation of Authority card (NAVMC 11119) from each Reserve Unit Commander is required for the I-I/Site Commander or the designated representative in order to certify the reserve unit diaries.

20105. UD PREPARATION, STATEMENTS AND TRANSACTIONS.

The specific instructions for preparation of OLDS or UD/MIPS may also be found in the appropriate users manual.

1. Authority. The authority for an entry is required for legal, research, and disbursing purposes and normally is reported with a history statement.
 - a. Types of authorities which are normally cited include:
 - (1) Paragraphs of a Marine Corps Manual, this Manual and/or other manuals approved by the CMC.
 - (2) Marine Corps directives and/or other directives, such as Navy Department notices, which are the basic authority for the action.
 - (3) Senior authority which identified the Marine by name, for example, PCS orders.

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(4) U.S. codes and/or public laws cited in the CMC letters.

(5) CMC correspondence and messages.

(6) Marine Corps and/or unit special orders.

b. Actions which may require an authority to be included in an entry are:

(1) Record of Events entries, except as provided for in Chapter 6.

(2) Appointment to officer grade or termination thereof.

(3) Changes to items in the officer appointment acceptance and record; enlistment contract and record of induction.

(4) Delivery of a Marine to civil authority.

(5) Extension of enlistment or cancellation of extension.

(6) Involuntary extension of enlistment.

(7) All meritorious promotions and promotions to the grade of Cpl or above.

(8) Assignment or termination of duty limitations directed by the CMC.

(9) Name and SSN changes.

(10) Reduction in grade.

(11) Transfers directed by the CMC.

(12) Commencement/termination of entitlements and/or monetary allowances.

2. Classification, storage and transmittal of UD's that contain classified information will be per the instructions contained in OPNAVINST 5510.1.

3. Reporting Dates, Times and UD Numbers.

a. Dates will be shown using an eight-byte format representing the year, month, and day (i.e., 7 June 2000 will be shown as 20000607). When only the month and year are known, the day will be reported as '01' (i.e., July 2000 will be shown as 20000701). When other formats are required for specific statements they will be indicated in the appropriate paragraph.

b. Time will be reported in the remarks as required. For personnel reporting purposes, an event will not be reported with the time of 2400 or 0000. The time will be reported as 2359 or 0001, as appropriate.

c. UD's will be numbered consecutively for each calendar year starting with 00001. The system will automatically default to the next UD number when it is opened.

4. Statement Types:

a. Normal Statement. A statement of specific format and content that can be used for computer processing to update the computer record.

b. Deletion Statement. A statement of specific format and content that is used to delete information from the computer record. A deletion statement can be used only for certain types of transactions and can be used in two different ways (refer to Section 2 of this chapter).

c. History (HIST:) Statement. History statements always begin with HIST: and are normally used to report information required for historical or research purposes and information such as authority or length of confinement. Use of history statements other than

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as described in specific paragraphs are at the discretion of the commander. The history statement is read but it is not used in the computer processes or posted to the computer record. For example, nonjudicial punishment which does not affect pay, allowances, or personnel data items are reported with a history statement.

5. Transactions. Each action statement reported on the UD results in one transaction for computer processing. Action statements that are successfully processed will update some portion of the MCTFS record, generate pay, or pass information on to CMC or other organizations within DoD. Each transaction is grouped into either group A, B, C, D, or E. The assigned group will dictate which correction method may be used to correct erroneous information. (Refer to Section 2 of this chapter.) UD transactions are processed in the following sequence:

- a. By Social Security Number.
- b. UD date.
- c. Action Date.
- d. Type Transaction Code (TTC) sequence.
- e. Correction Code (blank, 1 and 2 in that order)

6. Action Dates.

a. When more than one action statement for a Marine is reported on one UD entry, the action dates determine the sequence in which the statements are processed. For **EXAMPLE**, a statement action dated 20000301 is processed before one action dated 20000302. Statements with the same action date are processed in sequence by TTC, lowest number first. By referring to the TTC listing, the RU can determine the order of processing of transactions with the same action date.

b. Statements with no action date are automatically assigned the date of the UD as the action date. RU's are cautioned that when reporting an entry that has an action date other than the date of the UD, the correct action date must precede the statement.

c. Statements reporting an occurrence affecting pay/allowance normally contain an Effective Date (ED) as part of the statement format. For statements which contain an ED, the action date is used to determine the sequence of processing.

d. RU's will apply the use of action dates as necessary to ensure that related statements are processed in the proper sequence. It is noted that each action statement has or is automatically assigned an action date. For **EXAMPLE** consider the case of a transfer: On the UD dated 20001005 the unit reports a transfer statement with an action date of 20001003. Assume the entry also contains three other statements reporting rifle range score, school completion, and change of MOS. If those three action statements do not contain an action date, each will have the UD date (20001005) as action date. Earliest dated transactions are processed first, therefore, the transfer will be the first statement processed (action date 20001003). The three other statements will be processed and rejected because the computer record has been transferred out of the RUC. To ensure proper processing, the rifle range score, school completion, and MOS statements each will require an action date of 20001002 or earlier. This would ensure that all three statements are entered into the master computer record before the transfer.

20106. TYPES OF UD ENTRIES.

1. Record of Event Entry. A record of events entry is used to report information concerning unit activities, or to report occurrences which equally affect all or most members of the unit. Instructions for preparation of Record of Event entries are in Chapter 6.

2. Exclusive Entry. An exclusive entry is used to exclude certain unit members from an occurrence which has been reported by Record of Event entry. Instructions for preparation of exclusive entries are in Chapter 6.

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3. Individual Entry. An individual entry is an entry pertaining to one person. An individual entry consists of last name, initials, and SSN and the information to be updated.
4. Group Entry. A group entry is an entry which reports the same information for more than one person. This entry is used to avoid repetition of the TTC on the same UD.
5. Situational Reporting. In UD/MIPS this option will bring up a drop down box of available situational reporting selection of pre-formatted list of transactions common to the selection made.
6. Volume Transaction. In UD/MIPS similar to the Group Transaction, but differs in that not all members need to have the same information.

20107. TRANSFER OF PERSONNEL REPORTING JURISDICTION.

If a change of personnel reporting jurisdiction results from the transfer or relocation of a unit, or is directed by the CMC, the unit will report a Record of Event per chapter 6.

20108. PAY DATA INSTRUCTIONS.

1. Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A and JFTR. **Reference must be made to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 8, 9, 12 and the MCTFS APSM.)
2. Prompt reporting and correction techniques used for pay-related UD statements cannot be overemphasized. MCTFS is limited to 6 months for retroactive monetary consideration of an entitlement when updating the Master Military Pay Account (MMPA). This 6-month restriction considers the last 6 calendar months immediately preceding the month in which the UD statement is processed and entered into the MMPA. The restriction applies equally to the delete/add and delete as erroneous UD statements. Reporting an entitlement which predates the retention period will require the FO to adjust the Marine's MMPA for the period that is beyond systems limitations.

20109. SUBMISSION OF UD'S

A UD will be prepared and submitted to the MISSO via OLDS or UD/MIPS for each day on which known reportable items occur. However, a separate UD need not be prepared to report changes occurring on a non-workday. Changes occurring on a non-workday should be reported on the UD prepared the next workday.

1. Authentication. A properly authenticated UD is the CO's official report of changes in unit status and personnel or pay status of personnel assigned for administrative control. UD handling and processing at the MISSO will be specified in MCO P1080.33, this Manual, and other current directives. A properly authenticated UD will not be returned to the submitting unit/command unless authorized by the CMC (MI). A UD that is not properly authenticated will be returned for authentication.
2. Message or Electronic Diary. RU's embarked aboard ship, or deployed, in excess of 30 days and units geographically separated from the servicing MISSO, may submit UD's via naval message when no other means of UD transmission is available. Submission via naval message will only be done **after consultation with the MISSO**. When submitting UD in this manner a transmittal letter is not required.

a. Either submit to the parent command (brigade/division/wing) for retyping, or submit directly to the MISSO for retyping. The primary method to be used is a local command determination and prior coordination with the MISSO, when more than one command is involved.

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- b. The principal consideration for the use of message UD's is speed of reporting, although resource availability may become a factor when a large number of RU's desire to submit message UD's. **MISSO's will provide maximum cooperation to embarked, deployed and geographically separated units**; however, the parent commands may elect to augment the MISSO. MISSO's should be capable of retyping the UD's from an infantry battalion or its equivalent before augmentation is required. When commands cannot reach local agreement relative to responsibilities for retyping UD's, resolution will be requested from the CMC (MI).
3. CG's and CO's will develop local unit control systems for transmitting UD's to the MISSO. Local procedures will adhere to the standards set forth in this chapter.
4. Whether the parent command elects to retype UD's for embarked/deployed units or use the MISSO for this purpose, a Delegation of Authority (NAVMC 11119) must be executed in writing by the CO of the RU.
5. Message UD's will be processed by communication centers as **PRIORITY** message traffic. During periods of MINIMIZE, message UD's will continue to be transmitted. Distribution of the retyped message UD will be per Figure 2-1.

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PRIORITY

P 151630Z MAR 00
FM USS NEVER SAIL
TO MISSA KANSAS CITY MO//MISSO-17//

UNCLAS //NO1080//
MSGID/GENADMIN//
SUBJ/UNIT DIARY//

RMKS/1. THIS IS UNIT DIARY 069-00 DTD 20000315 FROM RUC 88815.

2. UNIT DIARY STATEMENTS

| NAME | IN | SSN | TTCSEQ | REMARKS |
|-----------|----|-----------|--------|--|
| BUTCHER | TM | 000000000 | 003000 | CERTIFYING OFFICER 0573000302 |
| STEWART | CR | 123456789 | 335000 | 20000315 MARKS PRO 4.4 CON 4.5 OCC SC ED 20000315 |
| TROMBA | C | 987654321 | 481006 | 20000303 PFT 286 |
| STEVENSON | J | 453678459 | 930314 | TO SK 1030 ILL 19980314 HOSPITAL HIST: HEART ATTACK |

3. LAST UD SUBMIT 068-00 DTD 20000314 DTG 141815Z MAR 00.

Figure 2-1--Example of Message UD.

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20110. DISPOSITION OF THE COMPLETED UNIT DIARY.

1. Retention. A signed original copy of the final UD and its transaction counter page will be filed by calendar year in a separate folder and retained for the current year plus 2 years. Should a RU be deactivated, the unit's UD files will be forwarded to the next senior command for the duration of the retention period.

2. UD Delivery Schedule.

a. OLDS units must certify their UD's to be transmitted per the schedule set by the MISSO, but not later than 1 day after the day of preparation.

b. UD/MIPS units transmitting UD's electronically to the MISSO will be transmitted per schedules published by the MISSO, but not later than 2 days after the day of preparation. If unable to upload to the MISSO, UD/MIPS units utilizing diskettes for transmission of the UD must ensure that the UD diskette, the signed original transmittal letter and one copy of the transmittal letter are delivered to the MISSO, per the schedule set by the MISSO, on the next working day following the day of preparation. If utilizing diskettes, local commanders should consider establishing central collection stations/substations with courier service to all RU's at a single geographic location. Commanders of deployed units should investigate the most rapid means of delivering UD's to the servicing MISSO consistent with operational commitments.

20111. UD'S FOR DEPLOYING UNITS, SHIP'S DETACHMENT, FLAG AND STAFF ALLOWANCES.

When submitting a UD by a ship's detachment to report a UD aboard ship. This type of UD must account for all personnel joined to the ship's detachment, including personnel not aboard at the time of departure. In some cases, it may be necessary to report an occurrence that normally would be reported on the next UD. For **EXAMPLE**, if the Marine departs for TAD on the date of departure two UD's would be prepared for that date. The TO TAD entry on the Marine would be on the first diary and the UD aboard ship will be the second UD.

1. The sailing of a ship's detachment, flag and/or staff allowances, or deploying unit shall be reported by a Record of Event entry per Chapter 6.

2. Personnel not sailing with the unit shall be accounted for by use of an exclusive entry per Chapter 6.

3. A UD entry aboard ship will be reported each time a permanently embarked unit departs from the homeport location for a period of 31 days or longer.

20112. ON-LINE DIARY SYSTEM (OLDS).

1. The OLDS is a means by which UD's may be prepared using **on-line** terminals at the unit. The RU prepares the UD using on-line terminals per the user's manual. When the personnel clerk completes the UD and the UD is electronically certified by proper authority, it is then automatically transmitted via electronic means to the central computer for processing. The unit retrieves on-line DFR on their local printer within 24 to 48 hours from the date of certifying the UD. The following information applies only to the UD process within the on-line environment:

a. Hard Copy UD's. The RU will print a copy of the processed UD, including the transaction counter page, after the statistics report indicates that the UD has finished processing. UD's will be available for print for 15 days after the cycle completion date reflected on the statistics report. Extreme care must be taken to ensure that the UD is printed prior to the drop-off date. Failure to do so will result in the RU's inability to print their final copy of the UD.

b. Annotation. After the UD has completed processing at the central computer site, the UD clerk will match the total number of action statements reported on the UD, as indicated on the transaction counter page, against the total number of transactions processed on the statistics report for that UD. For AD RU's, the transaction counter page will be annotated with the number of statements processed, rejected, and total transactions as found on the

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DSF. When the total number of transactions reported on the UD does not match the total number of transactions processed on the statistics report, the UD clerk will research each transaction reported on the TRF. Any transaction which is unaccounted for on the TRF will be resubmitted on the UD within 2 working days from the date the UD completed processing, and the MISSO should be notified of any discrepancies.

20113. Electronic Signature (ELSIG).

Detailed instructions for using personal and M-ELSIGs are provided in the OLDS User's Manual and/or the UD/MIPS Users Manual.

1. Master ELSIG (M-ELSIG)

a. The M-ELSIG is an electronic signature which identifies the CO of each RU. It is assigned to the commander by the ELSIG Control Officer (OIC MISSO) or a designated deputy. Upon post/relief of the RU commander, a new M-ELSIG will be requested from the MISSO seven days prior to the change of command, per Figure 2-2.

b. The M-ELSIG is used exclusively to assign a personal electronic signature to the RU commander. The M-ELSIG **will not/cannot** be used for any other purpose.

2. Personal ELSIG Maintenance.

a. The personal ELSIG is an electronic signature which identifies authorized personnel and contains each authorized person's level of authority. The five types of Personal ELSIG's include: the RU Commander, ECO, Certifier, Reviewer, Preparer, Viewer, Super Viewer, Admin Viewer.

b. Each individual assigned a personal ELSIG will safeguard it by not revealing the ELSIG or SEED to anyone and by changing the SEED every 60 days or when the ELSIG is suspected to have been compromised. When an individual holding a personal ELSIG is transferred, detached or discharged, the RU Commander or ECO will delete that person from the active ELSIG file for that unit.

3. M-ELSIG Maintenance.

a. For OLDS users the M-ELSIG will be destroyed within 30 days after the creation of the RU Commanders ELSIG.

b. For UD/MIPS users the M-ELSIG will be provided on a diskette to the RU Commander. The M-ELSIG and the M-ELSIG diskette will be kept in a sealed envelope in a safe with limited access. Access to the diskette and maintenance of the M-ELSIG will be controlled by the unit ELSIG Control Officer (ECO). Sites with multiple RUC's may combine all M-ELSIG diskettes in a single envelope as long as the ECO is assigned as the ECO for all of the RUC's. The envelope containing the diskettes will be viewed by the ECO a minimum of once a quarter to ensure that the M-ELSIG's have not been compromised. Should the M-ELSIG be compromised or suspected of compromise, immediately contact the MISSO.

c. A signed copy of the M-ELSIG transmittal cover letter will be maintained in the unit files.

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(LETTER HEAD)

SSIC
Code/Serial
Date

From: Title of activity head, name of activity, location when needed
To: Officer-in-Charge, Manpower Information Systems Support Office
Appropriate Juris)

Subj: REQUEST FOR MASTER ELECTRONIC SIGNATURE (ELSIG)

Ref: (a) MCO P1080.40_

1. Per the reference, request a new Master ELSIG for RUC(s) ____.
2. The following information is provided:
 - a. Unit:
 - b. Current CO:
 - c. Date assumed command:
3. Justification:

SIGNATURE

Copy to:
File
Turnover

Figure 2-2--Letter to Request a New Master ELSIG for RUC(s)

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SECTION 2: CORRECTION PROCEDURES

20200. INTRODUCTION.

This section describes procedures for two distinct types of corrections. The following procedures are used to correct, change or delete information in a Marine's computer record:

1. If a previously accepted statement contained incorrect information which is now in the computer record, refer to each Section's TTC listing and determine which subparagraph heading group the statement is listed under.

a. GROUP A Transactions. The previous statement must be deleted and the correct statement reported. This is done with a delete/add statement per this chapter.

b. GROUP B Transactions. Refer to this chapter for corrective procedures.

c. GROUP C Transactions. The original statement may be deleted as erroneous and the data in the computer record restored to its original state per this chapter. A delete/add statement also may be reported.

d. GROUP D Transactions. Report the correct information with an action statement per this chapter. Do not use a delete/add or delete as erroneous statement.

e. GROUP E Transactions. This type transaction can only be corrected with a delete as erroneous statement. Any new or correct information must then be reported with a separate transaction.

2. When there is new information to supersede current information, such as when a Marine is promoted or is awarded a different MOS, report the new information with the appropriate action statement(s).

20201. DELETE/ADD STATEMENT.

1. If the computer record contains incorrect information which was previously reported with a GROUP A, GROUP B or GROUP C transaction, and there is correct information which should be reported, use a delete/add statement. The delete statement will remove the incorrect information from the computer record. The add statement will add the correct information into the computer record. If the incorrect information is to be deleted and there is no new or correct information to be added, refer elsewhere in this chapter for delete as erroneous procedures in this section.

2. The delete/add statement is used when the appropriate statement was reported with incorrect data. Do not use a delete/add statement when the wrong statement has been reported. If the unit reports TO UA but had intended to report TO SK, the unit cannot use delete/add to delete the TO UA and add the TO SK. The proper action is to report a delete as erroneous for the TO UA statement and then report TO SK with an action statement.

3. The following rules must be observed with the delete/add concept:

a. The statement being deleted/added must be a GROUP A, GROUP B or GROUP C transaction, and must have posted to the CMF.

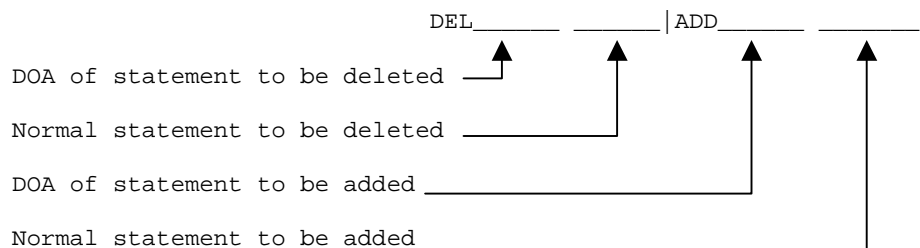
b. Both the delete statement and the add statement must be the same type of transaction. That is, you cannot delete a promotion and add a reduction, or delete a start of flying duty pay and add a start of diving duty pay.

c. The delete statement and the add statement are processed together all through the system. If either one fails, both will fail.

d. When a history statement is used with a delete/add entry, it may only follow the add entry; it cannot appear between the delete and the add statements.

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e. When reporting delete/add statements, the statement being deleted must be reported as it appeared on the UD, not as it appears on the LES. For example, leave entries are modified during processing and do not appear on the LES as they were reported on the UD. The following format must be used:



NOTE 1: The delete/add will be rejected if the action dates are omitted. The action date for the DEL will correspond with the action date for the original entry as reflected in the DFR.

NOTE 2: The action date for the ADD cannot be prior to the action date for the DEL.

4. When the delete/add is accepted at DFAS-KCC the delete statement will be deleted from the computer record and the add statement will be entered into the computer record.

5. When the delete/add is rejected for any reason, both will be displayed on the unit DFR with a description of the reason for failure. The following may cause the delete/add to be rejected during processing:

a. The delete/add statement is a GROUP D or GROUP E transaction.

b. Either (or both) the delete or the add is rejected for invalid data content. Since one of the statements has been rejected both will be rejected.

c. The information to be deleted is not contained in the computer record.

6. The following is an example of the delete/add concept. The previous statement reported was 19981116 PROM LCPL PERM DOR 19981101 ED 19981115. Since promotion is a GROUP A transaction, an enlisted promotion entry will be used in the example. However, the delete/add concept illustrated in this example is applicable to all GROUP A, GROUP B and GROUP C transactions, not only promotions.

a. It is emphasized that delete/add is used only when there is erroneous information to be removed from the computer record. For example, if a PFC is promoted to LCpl, that is a valid change of information, but the previous information was not erroneous. In this situation, the promotion to LCpl would be reported with a regular action statement. In other words, **DO NOT** attempt to delete the PFC in the computer to add the LCpl.

b.. This statement was accepted and entered into the computer record. Then it was discovered that the statement was in error and should have read 19981116 PROM LCPL PERM DOR 19981101 ED 19981101. That is, the reported ED was incorrect. To correct this error, report the following:

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|--|
| PEPPERS | I | 987654321 | DEL 20001116 PROM LCPL PERM DOR 20001101 ED 20001115 ADD 20001116 PROM LCPL PERM DOR 20001101 ED 20001101 |

20202. DELETE AS ERRONEOUS METHOD.

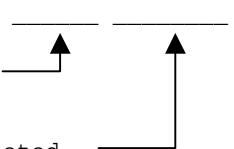
1. When a normal statement which should not have been reported has been accepted and entered into the computer record, the computer record **must** be corrected. If a delete as erroneous is reported for a transaction, it must be in Group A, B or D.

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DEL AS ERR

Action date of statement
to be deleted

Normal statement to be deleted



NOTE: Select either Del/Add or Del/Err in UP/MIPS. In OLDS select the appropriate TTC then Del/Add or Del/Err. The delete as erroneous statement requires the action date that is reflected in the TRF on which the original entry posted.

2. The following example of a delete as erroneous statement is provided for clarification. A RU erroneously reports a Marine to UA. Once it is discovered that the Marine did not actually go UA, the TO UA must be deleted as erroneous. This statement must be reported exactly as the previous statement which is to be deleted. The original statement was 19981101 TO UA 0800. The delete as erroneous would be reported as follows:

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|--------------------------------|
| ASHCRAFT | DL | 987654321 | DEL AS ERR 20001101 TO UA 0800 |

3. The following rules should be observed with the Del as Erroneous concept:

a. If the statement to be deleted has not posted at DFAS-KCC, the delete as erroneous will be returned with an English description of the error.

b. When a TO UA entry is deleted as erroneous, computer processing of the delete as erroneous entry will return the Marine's duty status to full duty. If either the Marine's strength category or casualty status were changed, the RU would have to report the correct strength category and casualty status, if appropriate, on the UD. In all other delete as erroneous cases, the RU would have to report the Marine's duty status, strength category, or casualty status if those items had changed, in addition to reporting the delete as erroneous entry.

c. When delete as erroneous entries are to be reported for two previously reported events; for example, a Marine has been reported TO UA and FROM UA and both are to be deleted, care must be taken to ensure that the delete entries process in the proper sequence. If both delete as erroneous entries are on the same UD, a sequence error will result. The TO and FROM UA entries are used as examples, but this applies to any combination of TO and FROM status changes. Report as follows:

(1) First delete as erroneous the FROM UA entry.

(2) After ensuring the delete has posted in MCTFS then report the delete as erroneous for the TO UA entry.

20203. CORRECTION OF ERRONEOUS JOINS, TRANSFERS AND DROPS/SEPARATIONS (GROUP B).

1. When a join, transfer, or drop/separation has been accepted and entered into the computer record and the only discrepancy was an erroneous action date, report a delete/add per this section. For example, the unit submits the following UD and all entries are accepted.

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|--------------------------|
| GRAYLESS | TR | 987654321 | 20001028 JOIN MCC 010 DU |
| ANDREWS | PL | 876543219 | 20001028 TR MCC 145 DU |

a. These are incomplete entries and are used for purposes of GROUP B delete/add procedures only.

b. The delete/add can be used to correct the date on the action statement which reported

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the join, transfer, or separation. It cannot be used to change other statements which were submitted as part of the entry.

2. If all action dates were incorrect, delete/add statement would be reported. It is emphasized that for GROUP B transactions, delete/add can be used only if all data in the statement was correct and only the date was incorrect. The example below shows delete/add statements to correct the dates in the preceding example.

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|------------------------------|
| WESTFALL | LX | 987654321 | DEL 20001028 JOIN MCC 010 DU |
| | | | ADD 20001029 JOIN MCC 010 DU |

NOTE: Separations from AD are retained on the central data base for 6 months beyond the date the separation was processed. Discrepancies discovered after that period of time should be reported by letter to the CMC (MMSB-10).

3. Erroneous Join.

a. If a unit joins a Marine that should not have been joined, the action required is to transfer the Marine back to the proper command/unit or to MCC W96 if the correct command is not known.

b. If the unit joins the Marine with the wrong purpose for which joined; for example, JOIN MCC 010 DU| vice JOIN MCC 010 FOREC HOSP| the action required is to submit action statements to report the correct MCC, duty status, or strength category. If the Marine was joined for further transfer to a different monitored command but subsequently the orders are modified and the Marine is to be retained for duty with the unit, it would be necessary to report the appropriate strength category and duty status.

4. Erroneous Transfer.

a. If the Marine is still a member of the unit and should not have been transferred, the action required is to report a join entry per Chapter 6 Section 2. Ensure that the original DCTB and all other appropriate information is reported.

b. If the Marine actually was transferred but the transfer entry contained incorrect EDA, no action is required.

c. If an erroneous MCC was reported in the transfer entry and the Marine has not been joined by the new command, the unit must rejoin the Marine as of the original date of joining and then report the transfer to the correct MCC.

5. Erroneous Separation (TTC 369).

a. If the erroneous separation entry involved retirement/transfer to the FMCR, **contact the CMC (MMSR-7) before** taking the following action. Erroneous data contained in the Drop Statement may be corrected using TTC 877 000.

(1) If the Marine **was actually retired**, but the separation entry contained erroneous information, use the format shown below to reactivate the computer record and report the separation correctly:

| | | | | | | |
|-----------------------------------|-------|-----------------------|-------|-------|-------|--|
| TTC 369 000 | _____ | DROP ERRON HIST:_____ | _____ | _____ | _____ | |
| Action date must be | ↑ | | ↑ | ↑ | ↑ | |
| ED of original drop | _____ | | _____ | _____ | _____ | |
| UD number which reported the drop | | | | | | |
| and reason for erroneous entry | _____ | | | | | |
| Action date of correct drop | | | | | | |
| Correct drop statement | _____ | | | | | |

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(2) **EXAMPLE** entries are shown below:

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|---|
| COLBERT | C | 987654321 | 20001031 DROP ERRON HIST:UD 040 98 ERRON REPORTED DROP TO FMCR |
| LANGLOIS | R | 976543219 | 20001031 DROP ERRON HIST:UD 140 98 RPTD INCORRECT SPD IN DROP ENTRY 19981031 DROP SPD NBD1 H RE 2A ED 19981031 |

b. When the erroneous separation entry did not involve retirement or transfer to the FMCR:

(1) The JOIN DROP ERRON statement is reportable on any member, whether they are auto-joined or joined to the Reserves, as long as no reserve duty has been processed on the member's record (i.e., Inactive Duty for Training (IDT) periods have not been performed).

(2) If the Marine was either not actually separated and is on AD, or actually separated from AD but the separation entry contained erroneous information, use the following format to reactivate the computer record:

TTC 369 001 JOIN DROP ERRON|HIST:_____|

Action date must be ↑ ↑ ↑
ED of original drop | | |

Date joined present unit | | |

UD number which reported the drop
and reason for erroneous entry.
DOA of correct drop statement | | |

NOTE: Do not report any other statements until successful processing of the join. Reactivation of the Marine's record can also be verified by reviewing MCTFS.

(3) **EXAMPLE** entries are shown below:

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|--|
| BENNETT | TZ | 987654321 | 20001001 JOIN 20000518 DROP ERRON HIST:UD 144 98 ERRON REPORTED RELAD MARINE STILL MBR THIS RUC |
| HOPKINS | MR | 874958365 | 20001001 JOIN 20000228 DROP ERRON HIST:UD 022 98 REPORTED DISCHARGE MARINE SHOULD HAVE BEEN RELAD 20001008 DROP SPD MBK3 H RE 1A ED 20001001 |

NOTE: All corrections of erroneous drops can be initiated only by the unit that reported the original drop.

c. In all cases involving erroneous separations, the date of separation must be considered. Separated records are retained on the central database for 6 months beyond date the separation is processed in MCTFS. If corrective action is required later than that period of time, the following must be accomplished:

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d. If the Marine still is on AD, notify the MISSO and submit a request for reaccession per Chapter 3.

e. If the Marine was actually separated (more than 6 months) and the separation entry was erroneous, notify the CMC (MMSB-10) by letter.

6. Erroneous Drop to Desertion. If the Marine is a member of a unit and was incorrectly declared a deserter, report a join from desertion entry (per Chapter 6) 1 minute later than the original time dropped to desertion (for example, if drop to desertion was 0701 join the Marine from desertion at 0702). Use a history statement to explain the reason(s).

7. Erroneously Reported Separation Program Designator (SPD) Codes (TTC 877). When a drop entry has been reported with an incorrect SPD code the following transaction will be used to correct the SPD code after the drop has posted:

```

TTC 877 000      _____FORCE SPD_____RE____| (Reserve only)
8-byte DOA (YYYYMMDD)  ↑
(ED of drop) _____↑
4-byte SPD code         _____↑
1-byte separation document type _____↑
2-byte reenlistment indicator _____↑
  
```

NOTE: This entry is reportable by CMC, MISSO's and MCRSC only.

20204. MISCELLANEOUS CORRECTION PROCEDURES.

1. The following procedure will be followed to correct an erroneous UD number, and/or UD date on a previously submitted UD:

a. Use an EVENT entry (HIST:) to report the correct information.

b. All transactions which were not processed because of the erroneous UD numbering must be resubmitted.

c. Example entries:

| <u>LAST NAME</u> | <u>INITIALS</u> | <u>SSN</u> | <u>REMARKS</u> |
|------------------|-----------------|------------|---|
| | | EVENT 1 | HIST:UD CORR UD 136-98 DTD 19981016 SHOULD BE 137 93 DTD 19981016 HIST:UD CORR UD 134-98 DTD 19981015 SHOULD BE 135-98 DTD 19981015 |

2. Entries to correct erroneous names or SSNs will be prepared per Chapter 4 Section 1.

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SECTION 3: VIDEO INQUIRY SYSTEM (VIS)

20300. INTRODUCTION.

The VIS provides users with procedures to access and review MCTFS data on individual Marines. Instructions as to the operation and different menus available are contained in MCO P5200.22.

20301. BOND AND ALLOTMENT (B&A) SYSTEM.

Units have been given access to the B&A System. This capability allows the unit to view individual allotments on Marines in the unit. On-line units will normally prepare allotments utilizing the B&A system. MCO P5200.22 provides additional information on accessing the B&A System.

20302. CENTRAL MASTER FILE (CMF).

On-line units have been given access to the CMF. This capability allows the unit to view the CMF of each Marine in the unit. MCO P5200.22 provides additional information for accessing the CMF.

20303. TRANSACTION RESEARCH FILE (TRF).

The TRF contains all transactions that processed (either successfully or unsuccessfully) in the master file update cycle. All transactions, whether submitted by the RUC/DSSN or CMC, are located on the TRF. Transactions will appear on the TRF for approximately 4 months. If the requirement exists for tracking UD's or transactions that are older than 4 months, contact the MISSO. The English descriptions or error code found on the TRF can be determined by checking the TTC and error code against the error code tables available at the MISSO. The User's Manual for the OLDS provides additional information for accessing the TRF.

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SECTION 4: CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

20400. INTRODUCTION.

The CICS provides users with procedures to access and review MCTFS data on individual Marines. CICS is a menu driven process.

20401. CONTENTS.

CICS contains the following applications:

1. Precomputation of Selective Reenlistment Bonuses (SRB) Provides for the precomputation of SRB on individual Marines and Active Duty Career Planners only.
2. Performance Evaluation Record. Displays a listing of fitness reports on file for individual Marines both active and reserve, up until September 30, 1998. To review any FITREP's after 980930, Marines should use MMSB web page at <https://www.mmsb.usmc.mil>.
3. Validation and Extract File Menu Process (VEF1200). Provides for the viewing of data elements on individual Marines.
 - a. VF01. Service Dates/Unit Identification
 - b. VF02. Grade Data/Duty Status
 - c. VF03. Schools/Security/SEP DATA
 - d. VF04. Awards/Dependents
 - e. VF05. User Data Elements (general)
 - f. VF06. Location/Processing Information
 - g. VF07. Pay Data/Promotion
 - h. VF08. Remark Flags/Language Proficiency
 - i. VF09. Reserve Unique Data Element
 - j. VF10. Rifle qualification (Current, Prior, Field Fire)
 - k. VF11. Pistol Qualification (Current, Prior)
 - l. Service Schools/Special Skills
 - m. Academic Test/Local Schools
4. Defense Enrollment Eligibility Reporting System (DEERS) provides for the viewing of information on individual Marines.
5. TRS Remark Summary provides for the viewing of the following pay related data elements from the CMF:

| <u>OPTION</u> | <u>DESCRIPTION</u> |
|---------------|-----------------------------------|
| P | MCTFS DATA, PAY GRADE, PAY STATUS |
| E | ENTITLEMENTS |
| D | DEDUCTIONS |
| W | WAGE AND TAX SUMMARIES, PAYMENTS |
| S | PAYDAY DATA/JUMPS REMARKS FLAGS |
| L | LEAVE ACCOUNT |
| M | MISCELLANEOUS DEBITS/CREDITS |
| C | CRA |

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X SPLIT PAY/MEMBER ALSO APPEARS ON/VHA, BONUSES, TIME LOST, DEL CKG,
 CM/NJP, ADV PAY

6. RET PAY MENU. This information was frozen as of 20 June 1994 when the Marine Corps retirees and annuitants were converted to the Defense Retiree and Annuitant System (DRAS) in DFAS, Cleveland. For access to the DFAS, Cleveland DRAS (not contained in CICS), submit a request through your local TASO (Division TASO via an INFOMAN request).
7. MCTFS MENU. Provides for the viewing of Central Master File on individual Marines, Unit Reports and Individual Reports.
8. COMENU. Provides for the viewing of the Common Display Commands System (CDS).
9. MCTFS RETRIEVAL. Provides for the viewing of the MCTFS UD Retrieval System (TRF).
10. MCTFS LES REVIEW. Provides for the viewing and printing of individual On-line LES's.
11. MCTFS OLDS. Provides access to On-line UD System.
12. BONDS AND ALLOTMENTS. Provides access to the Bonds and Allotments System.
13. ONLINE LES PRINT. Provides for the batch printing of on-line LES's.
14. BAH ONLINE. Provides access for computing anticipated BAH for a specific geographic location.
15. IATS ON-LINE VIEW. Provides for access to travel settlement information for the DFAS-KSC disbursing symbol.

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SECTION 5: VALIDATION AND EXTRACT FILE (VEF)

20500. VEF1200A AND VEF1200B.

1. Validation and Extract File 1200 (VEF1200A and VEF1200B). The VEF1200A and VEF1200B is an overview of selected personnel data elements, which resides in the CMF. For ease of referral throughout this manual, the VEF1200A and VEF1200B will be referred to simply as the VEF1200. In actuality, the file, due to it's size, is split into two parts, the VEF1200A and VEF1200B. The VEF1200 is updated cyclically after each central cycle is processed.
2. Access to manpower information systems or files is controlled by the functional manager. Specific access to the VEF1200 is controlled by the MISSA, to include type of access, whether on-line or requested reports. Request access through your Division TASO, via an INFOMAN (Information Management) request.
3. Off-line reports from the VEF1200 should be requested through the command's Information Systems Management Officer (ISMO), or if no ISMO is available, through the MISSO.